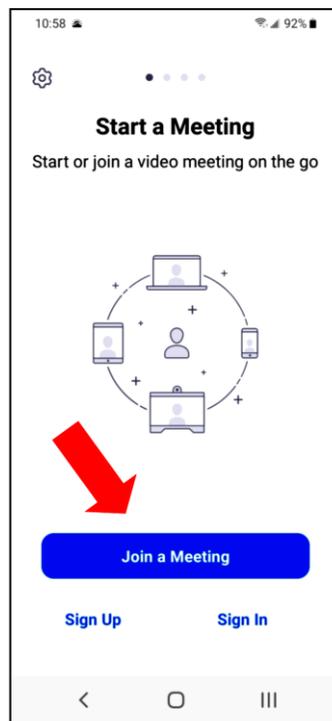*Since software is subject to update, the below screens may not exactly match what you see, but the concepts will be the same.*
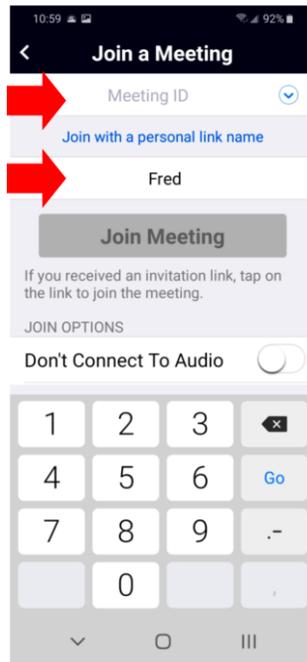
Testing Your Bandwidth

Zoom recommends having a network speed of at least 1.5 megabits per second (upload and download) for the average meeting. If you are having problems and suspect that your network speed may be too slow, you may want to test it. To use Speedtest® by Ookla® go to **https://www.speedtest.net** They also make a Speedtest app for phones.

Attending Using a Cell Phone

Open your Zoom app; if this doesn't make sense, read the companion document **How to Prepare Your Phone.** This screen will open:

Tap **Join a Meeting** and this screen will open:

Fill in the Meeting ID (like 321-130-8348) and your name (if it's not already there), then tap **Join Meeting.**

You will then be connected to the meeting; tap **Call via Device Audio** to enable your cell phone microphone and speakers.
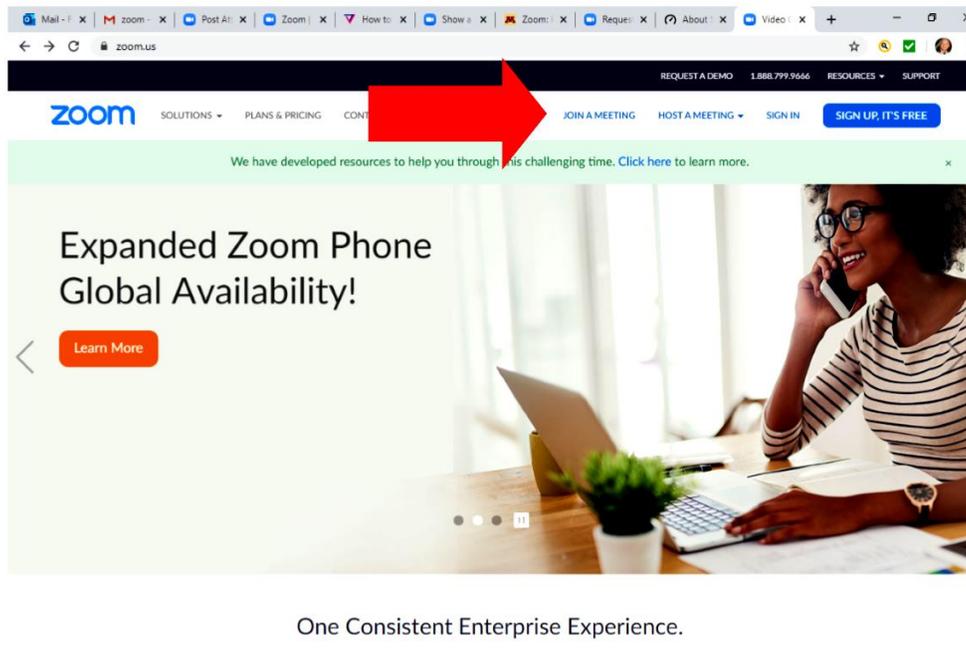
When the meeting is over, tap **Leave** to leave the meeting, or the host may end the meeting.
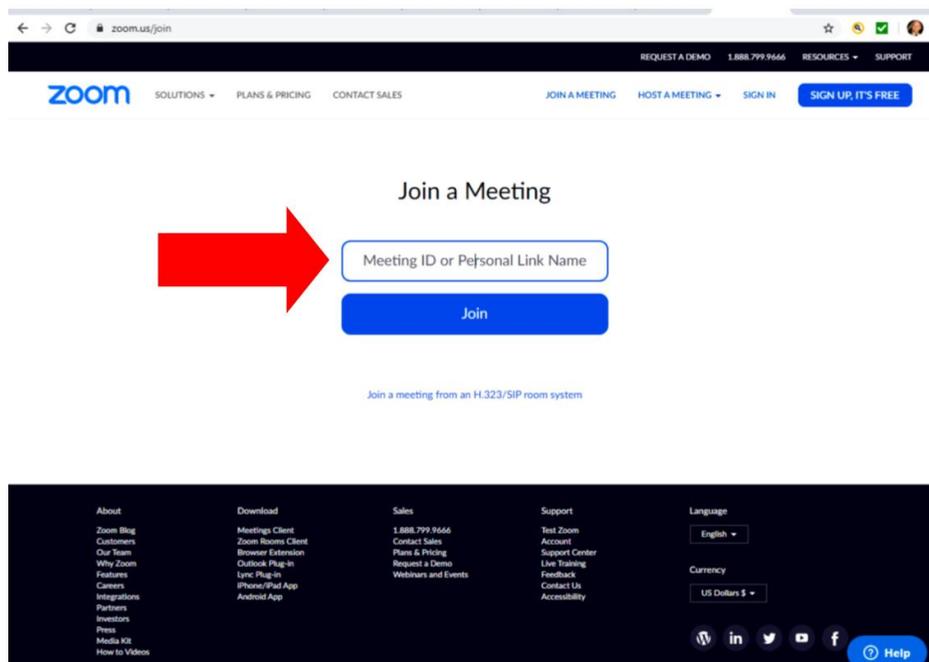
Attending Using a Web Browser on a Computer

Note: If you are going to use a desktop computer to attend the meeting and want to interact, you must have a microphone and camera attached to the computer (most laptops have a built-in camera and microphone). However, this is not necessary if you just want to watch and listen to the meeting.

If you would like to try installing the Zoom application on your computer and looking at a test meeting before your first real meeting, jump to **Test Note** below.
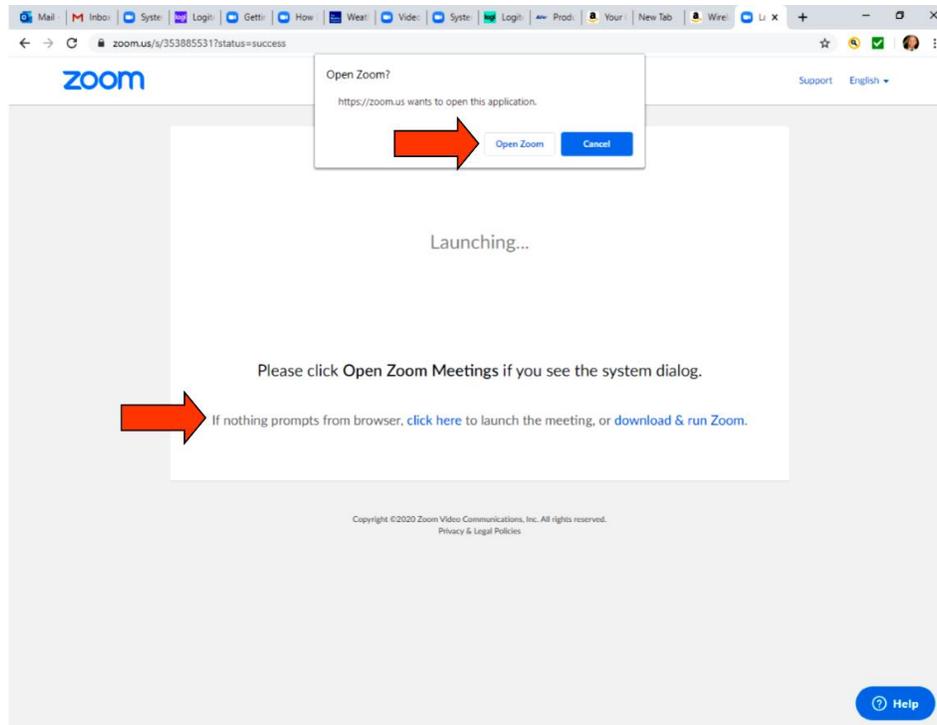
Go to **www.zoom.us**

On this page click **Join a Meeting**; this screen will appear:

Fill in the Meeting ID (like 391-130-9928) , then **click Join.**

Test Note: the rest of this procedure can be tested by going to zoom.us/test *on your browser, so you can get the Zoom application installed on your computer before your first real meeting.*
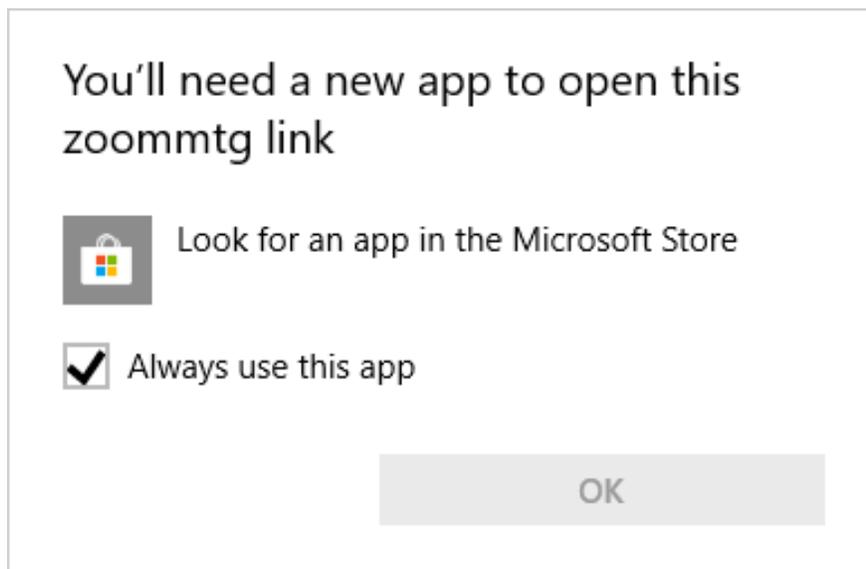
This screen will be displayed.

Click on **Open Zoom** in the top box to open the Zoom application (it will need to download first if this is your first time).

If the top box is not visible, at the bottom click on **Click Here** to open the meeting, or **download and run Zoom** if this is your first time on Zoom.
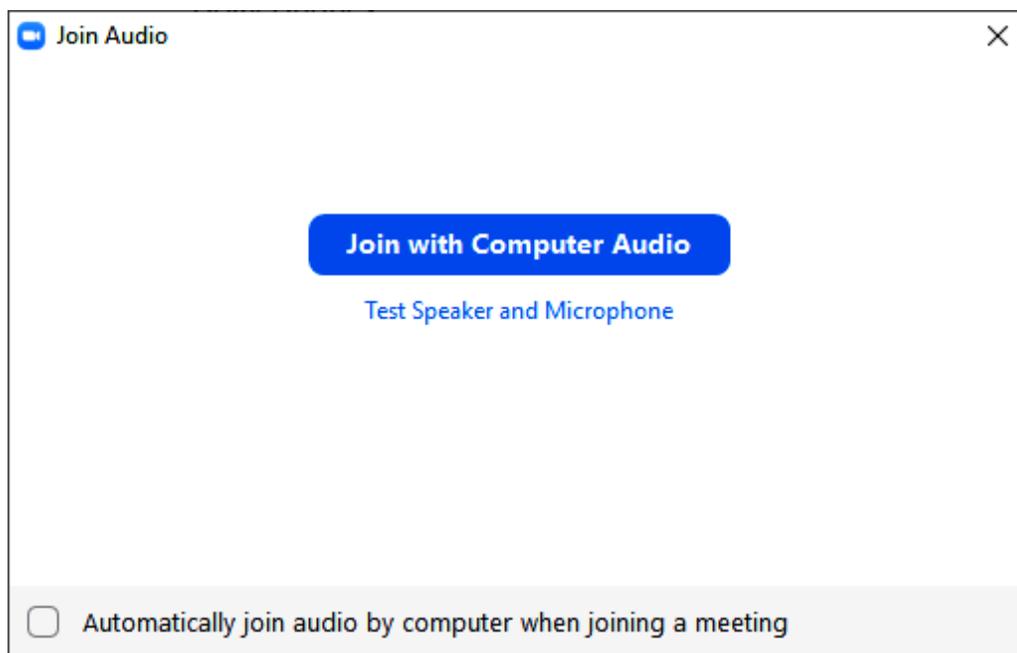
You may see a box like this; if so, click **OK.**

If you download the Zoom app and are prompted, click on **RUN** and answer **Yes** to this prompt: **Allow this program to make changes to the hard drive?**

Note: the Zoom application opens in a free-floating window; if you click outside the window, you may bring another window to the front and cover up the Zoom app. Simply minimize the window on the front and you can see the Zoom app again.
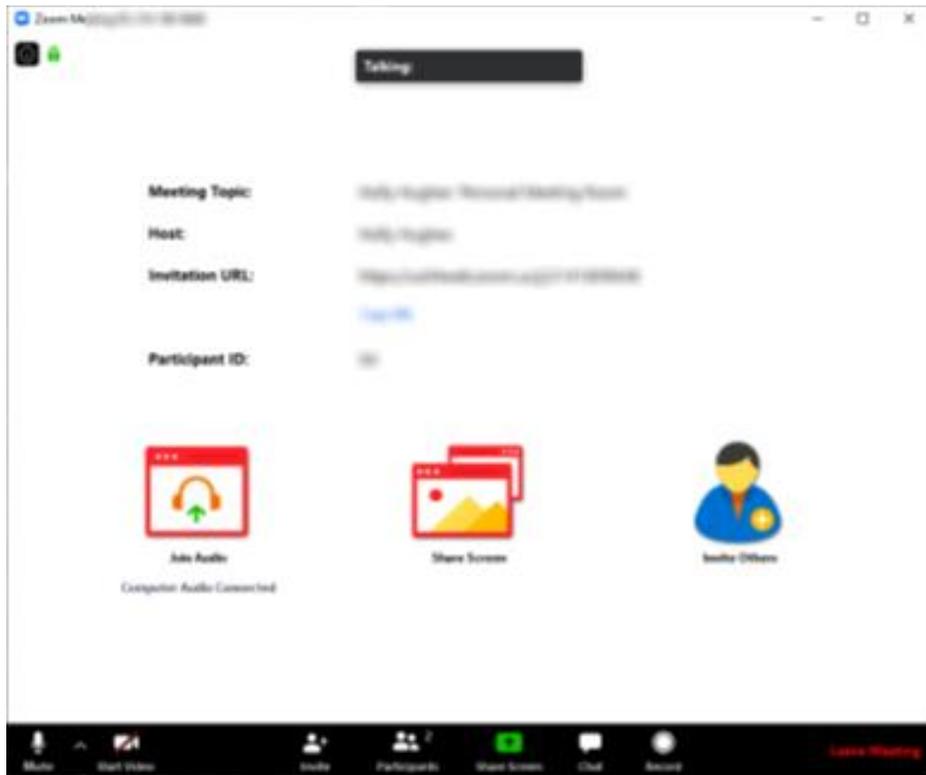
This screen will then be displayed:

Click on **Join with Computer Audio** if you just have one microphone and set of speakers, **or Test Speaker and Microphone** if you have multiple ones installed and want to pick the right one.

You will then be admitted to the meeting.

The host of the meeting may require you to wait in a waiting room until you are admitted to the meeting, and you may also need to enter a meeting password, which would need to have been previously provided by the host.

Click the microphone in the lower left-hand corner to mute your microphone, or click the up arrow to the right of it to select another microphone or camera, if you have more than one attached.

When you are done with the meeting, click **Leave Meeting** in the lower right-hand corner to leave the meeting, or the host may end the meeting.

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